

Policy and Operating Procedures for Zoom hearings for LaPorte Superior Court 4

For Petitioner/Plaintiff and Respondent/Defendant

Sign up:

- 1 Parties must sign up for a free account from Zoom Web Conferencing.
 - a. From a computer – <https://zoom.us/>
 - b. Android – play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_US
 - c. Apple – apps.apple.com/us/app/zoom-cloud-meetings/id546505307
- 2 The Court will send each party a link for the Video Conference Hearing before the scheduled time.
 - a. Both parties must be logged on into the Conference on time.

Be prepared:

- 1 Parties must have enough battery for the entire hearing and have a charger readily available.
- 2 Have enough data and/or Wi-Fi.
- 3 Parties must be in a quiet area with minimal background noise.

Exhibits:

- 1 All Exhibits should be mailed to LaPorte Superior Court 4, 300 W. Washington Street, Michigan City, Indiana 46360, or e-filed in the correct Cause No. in Odyssey or emailed to tpiotrowski@laporteco.in.gov and/or atucker@laporteco.in.gov one week prior to the hearing date. Parties should include their case number and parties name within the communication.

Witnesses:

- 1 The names and email of all the witnesses must be provided to the court prior to the hearing date.
 - a. Witnesses' names can be emailed to the court at tpiotrowski@laporteco.in.gov and/or atucker@laporteco.in.gov

- b. If you plan on calling witnesses, they must have their own account and be ready to join the Web Conference when it is their time to testify.
- c. You will text message the witness when they are ready to be called. The witness must be available immediately.

For Witnesses

Sign up:

- 1 Witnesses must sign up for a free account from Zoom Web Conferencing.
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 - c. Apple – apps.apple.com/us/app/zoom-cloud-meetings/id546505307

Being “called as a Witness”:

- 1 You will get a text message with a link to the Video Conference when it is your turn to testify.
 - a. Witnesses must have enough battery and data for the entire hearing.
 - b. You must be available to join the conference immediately.
 - c. You must be in a quiet area with minimal background noise.
- 2 You may be asked to answer questions posed by the Court, the Petitioner/Plaintiff and/or Respondent/Defendant.
- 3 Once you are done testifying, you will leave the Video Conference and you should not talk to anyone about your testimony until after the conclusion of the hearing.